

QUALIFICATION FILE – Standalone NOS

Fundamentals of Computers

☒ Horizontal/Generic ☐ Vertical/Specialization

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills

NCrF/NSQF Level: 2.5

Submitted By:

Haryana State Electronics Development Corporation Ltd. (HARTRON)

SCO 111-113, Sector – 17/B, Chandigarh-160017

0172-2562456, 2562231

Table of Contents

Section 1: Basic Details	3
Section 2: Training Related	5
Section 3: Assessment Related	5
Section 4: Evidence of the Need for the Standalone NOS	6
Section 5: Annexure & Supporting Documents Check List	6
Annexure 1: Evidence of Level	7
Annexure 2 : Tools and Equipment (lab set-up)	9
Annexure 3: Industry Validations Summary	10
Annexure 4: Training Details	13
Annexure 5: Standalone NOS- Performance Criteria details	13
Annexure 6: Assessment Criteria	15
Annexure 7: Assessment Strategy	16

Section 1: Basic Details

1.	NOS-Qualification Name	Fundamentals of Computers							
2.	Sector/s	IT-ITeS							
3.	Type of Qualification ☒ New ☐ Revised	NQR Code & version of the previous qualification: N/A	Qualification Name of the previous version:						
4.	National Qualification Register (NQR) Code & Version	NG-2.5-IT-03740-2025-V1-HARTRON, Version – 1.0	5. NCrF / NSQF Level: 2.5						
6.	Brief Description of the Standalone NOS	The NOS provides basic knowledge of using computer, Internet and office devices to perform day to day work.							
7.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>9th Grade pass Or 8th grade pass and pursuing continuous schooling</td> <td>N/A</td> </tr> </tbody> </table> b. Age : N/A		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1.	9th Grade pass Or 8th grade pass and pursuing continuous schooling	N/A
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)							
1.	9th Grade pass Or 8th grade pass and pursuing continuous schooling	N/A							
8.	Credits Assigned to this NOS-Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	4 credits	9. Common Cost Norm Category (I/II/III) <i>(wherever applicable): II</i>						
10.	Any Licensing Requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	N/A							

11. Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ Offline Only ☐ Online Only ☐ Blended													
12. Assessment Criteria	<table border="1"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>50</td> <td>70</td> <td>120</td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>			Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	50	70	120			
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40	20	20	20	100	50									
13. Is the NOS Amenable to Persons with Disability ☒ Yes ☐ No If "Yes", specify applicable type of Disability: <i>Any disable person who is able operate computer</i>														
14. Progression Path After Attaining the Qualification, wherever applicable <i>(Please show Professional and Academic progression)</i>	In Academic: Higher Certificate or Diploma Courses. In Professional: Data Entry Operator -> Computer Operator													
15. How participation of women will be encouraged?	N/A													
16. Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi													
17. Is similar NOS available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:													
18. Name and Contact Details Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Rajesh Deswal Email: hartron.awarding@gmail.com Contact No.: 97797-06237, 0172-2562456 Website: hartron.org.in													
19. Final Approval Date by NSQC: 18.02.2025	20. Validity Duration: 3 Years	21. Next Review Date: 18.02.2028												

Section 2: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher in IT domain from a reputed organization. Experience: Preferably 1 year
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher in IT domain from a reputed organization. Experience: Minimum 3 years in the relevant field
3.	Tools and Equipment Required for the Training	☒ Yes ☐ No <i>(If "Yes", details to be provided in Annexure)</i>
4.	In Case of Revised NOS, details of Any Upskilling Required for Trainer	N/A

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner in IT domain from a reputed organization.
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines), (wherever applicable)</i>	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner in IT domain from a reputed organization
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner/Proctor in IT domain from a reputed organization. Experience: Minimum 3 years in the relevant field.
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Online mode

5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>
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Section 4: Evidence of the Need for the Standalone NOS

Provide Annexure/Supporting documents name.

1.	Government /Industry initiatives/ requirement (Yes/No): In today's digital era, computers play a vital role in every field. The NOS provides essential knowledge of hardware, software, and basic computer applications, enabling individuals to effectively navigate and utilize technology in both personal and professional environments. Various organized and unorganized sectors require candidates with such skill sets. Additionally, vacancies for candidates with these skills are frequently posted on placement websites such as www.indeed.co.in , www.placementindia.com , and www.naukri.com , further justifying the need for this qualification.
2.	Number of Industry validation provided: 11
3.	Estimated number of people to be trained: Mentioned at Annexure - 4
4.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): This course is being run by Hartron after getting the approval from the State Government.

Section 5: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf / NSQF level justification based on NCrf/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure 1 - 'Evidence of Level'</i>
2.	Annexure: List of tools and equipment relevant for NOS <i>(Mandatory, except in case of online course)</i>	<i>Annexure 2 - 'Tools & Equipment'</i>
3.	Annexure : Industry Validations Summary	<i>Annexure 3- 'Industry Validation Summary'</i>
4.	Annexure: Training Details	<i>Annexure 4- 'Training Details'</i>
5.	Annexure/Supporting Document: Standalone NOS- Performance Criteria Details Annexure/Document with PC-wise detailing as per NOS format (Mandatory- Public view)	<i>Annexure 5 – 'Standalone NOS- Performance Criteria'</i>
6.	Annexure: Assessment Criteria <i>(Mandatory)</i>	<i>Annexure 6- 'Assessment Criteria'</i>

7.	Annexure: Assessment Strategy (Mandatory)	<i>Annexure 7- 'Assessment Strategy'</i>
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	<i>Available</i>
9.	Supporting Document: Evidence of Need	<i>Available</i>

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	- Candidate is expected to perform basic activities using computer - Range of activities may include creating, formatting and editing documents, perform calculations, making presentations and also communicate over internet. These jobs are routine and predictable.	- Possesses knowledge involving a defined range of standard procedures employed in routine contexts. - Understands the basic concept of timely delivery and Quality. - Can interpret the available information & communicate the same. - Basic knowledge of collecting and organizing information for problem identification and solution. - Uses limited discretion and judgement over a range of known responses to familiar problems.	2.5
Professional and Technical Skills/ Expertise/ Professional Knowledge	After learning various applications such as word processor, spreadsheet, digital presentation, and use of internet will help learner to get employment in computer related field.	- A range of skills and technical capabilities of carrying out a choice of processes and procedures within the range of familiar contexts. - The ability to gain, and where relevant apply a range of knowledge, skills and understanding. - Has the required skills for Identification of the problem and issues within the range of familiar contexts and generate possible solution. - Skills to identify the relevant tools and materials in given context.	2.5

		• Possesses operational knowledge and understanding of the work/ job. • Skill to deliver job/work with reasonable precision.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• Ability to use computer for preparing document, letters, tables, spreadsheet, graphs and presentation and also use internet for communication and digital financial services and develop basic communication and employability skills improve existing skills	• Working as a member of a team/ within a team. Display Personal Motivation, Positive Attitude & Passion for Work. • Good skills in written and oral communication with some clarity, basic knowledge of Language to support such communication. • Intermediate literacy and Numeracy skills. • Skills for workshop calculations and basic of arithmetic and algebraic principles. • Have broader Employability Skills including self-employment. • Can use digital tools, has basic Financial and Digital literacy, Aadhaar and Mobile, digital payments etc with some proficiency. • Basic understanding of social political natural and work environment. Basic understanding of Constitutional values & Citizenship, inclusion and Diversity	2.5
Broad Learning Outcomes/Core Skill	• Candidates can communicate orally or can also conduct written communication through email etc. which requires competency and clarity. They can perform basic arithmetic and algebraic calculations and similar job by applying safe working practices	• The candidate must be able to carry out job/ work/ tasks/small project/assignments in a familiar, predictable, routine, situation of clear choice. • Able to identify/ anticipate the problems and possible range of solutions in production/ services • Tasks are mostly performed by own and require little instructions and supervision.	2.5
Responsibility	• Candidate can work efficiently as a team	• Takes responsibility for delivery and quality of own work and	2.5

	member and is responsible for own work within defined limit. • Able to plan and carry out responsibilities with directions.	tangible output. • Able to assist in the planning of the routine and predictable tasks within a specific field.	
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Annexure 2 : Tools and Equipment (lab set-up)

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Computer /laptop	latest configuration	1:1
2.	Stationaries such as Notepad, Pen etc.	As per requirement/batch size	1:1
3.	Internet connectivity	With good speed	-
4.	Relevant software and Platforms	MS office/ open office, typing software, web browsers, search engines, cloud Storage (Google Drive, One Drive), Social Media and networking platforms, Antivirus software.	-
5.	Printer and Scanner		2

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White/black board Marker and Duster
2. Reference books, Notepad, Pen/Pencil
3. other basic infrastructure

Annexure 3: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Communex	Sanjay Kumar	Managing Partner	Scf-31,top Floor, phase-6 Mohali (PB) - 160055 Near CNG petrol pump Contact: 7340- 757575,9592- 993911	9780027196	communex31@gmail.com	
2.	CSC Center	Gagan	CSC VLE	CSC Center VPO - Dahina, Distt - Rewari	8708013670	gagankhola1992@gmail.com	
3.	D.N. Agencies	Subhash Chander	Prop	Khevat No. 1 1225/1617, M/S D.N. Agencies, Hisar Road, Near Sharda Palace, Sirsa, Haryana - 125055	9354210827	dnagencies.742@gmail.com	
4.	Edusoft Technology	Dheeraj Kumar Gulati	Prop	SCF-10, Ground Floor, Wadhawa Nagar, Near Sector-19 Panchkula Opposite City Court, Zirakpur, Highway,	9888686825	esoftzirakpur@gmail.com	

				Dhakoli, Panchkula, Punjab, 140603			
5.	Envoke Associates	Vivek Jain	Managing Partner	Envoke Associates, #721, Phase 3B1, Sector 60, Mohali	9814302109	envokeassociates@gmail.com	
6.	PS Electronics	Puneet	Prop		9812041783	gulati.puneet87@gmail.com	
7.	Shubham Computers, Pull Bazar, Narnaul	Nikhil Faujdar	Owner	Pull Bazar, Nai Sarai, Narnaul, Haryana 123001	9416353323	nikhilfaujdar@rediffmail.com	
8.	Partham Textiles Jalalpur, Panipat	Vijay	Prop	Partham Textiles Jalalpur, Panipat	9896277436	-	
9.	Satya Industries	Bhupender Pal	Prop	Near OP Jindal Modern School, Industrial Area, Hisar, Haryana 125005	9812338058	satyaindustriesindia@gmail.com	
10.	AG Enterprises	Mukesh Aggarwal	Prop	SCO - 41, Sector 11, Panchkula	9814736200	ca_mukeshaggarwal@yahoo.com	
11.	LR Automobiles	Priyanka	HR	NH - 65, Ambala Road, Kaithal	9812302089	hrhyundai123@gmail.com	
12.	Mahta Pustak Bhandar	Yogesh	Owner	Mahta Pustak Bhandar, Gohana	8396969635	yogeshmahta204@gmail.com	
13.	Vikas Motors	Anil Mehta	Owner	Mugal Pura, Old Sabzi Mandi Gohara, Sonipat	9812500181	anilmehta1979@gmail.com	
14.	Jawahar Lal Nehru Senior Secondary School, Gohana	Sachin	Owner	Jawahar Lal Nehru Senior Secondary	9466635000	jlnschoolgohana@gmail.com	

				School, Gohana			
15.	Friends Communication	Vivek Jain	<u>Managing Partner</u>	SCF 31, 1st Floor, Phase 6, Sector 56, Mohali	9814302109	friendscommunications@gmail.com	
16.	Gauravi Industries	Pushpinder Kumar	M.D.	Jora PG, Niamatpura, Rajpura (PB)	9041920011	gauravi.industries@gmail.com	
17.	M DOT SECURITY SYSTEM	Prinkal Bhatia	Prop	13-PALIKA BAZAR, FATEHABAD - 125050 (HARYANA)	9467654777	mdssfbd@gmail.com	
18.	Danish Tattooz House	Danish Ahmed	Managing Director	Sco - 6, Sector - 10, Panchkula, Haryana	9779778179	danishtattooz10@gmail.com	
19.	Pannu Associates	Kuldeep Pannu	Managing Director	Cabin No. 2, Basement, New Chaudhary complex, Rally Sector - 12 A, Panchkula - 134112	7696950777	pannuassociatespkl@gmail.com	
20.	Tatasafe Group	Ashid Ahmed	Partner	SCO-27, Basement Sector - 11, Panchkula, Haryana, 134109, India	9888823988	tatasafeofficial@gmail.com	
21.	Sandha & Company	Naveen Patlack	Manager	#99/277/2, Gali No. 4, Atul Kataria Marg, Gurgaon - 122001 (Hry)	9311970030	sandha23@yahoo.co.uk	

22.	Sanvi Associates	Meenu Jain	Managing Partner	33A, Near Sheesh Mahal, Udyog Nagar, Hisar-125001	7717343469	sanviassociate@gmail.com	
23.	Zandu Engineers	Om Zandu	Prop	near Manav chowk, Hissar Road Ambala City	9996608999	omzandu@ymail.com	

Annexure 4: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
2025	5000	N/A	N/A
2026	5500	N/A	N/A
2027	6000	N/A	N/A

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
1	2020	684	402	334	05	143	113	98	0	N/A			
1	2021	1846	1062	919	10	723	465	430	2	N/A			
1	2022	3008	1968	1552	22	1148	798	701	8	N/A			
1	2023	5016	2829	1830	6	2087	1345	939	3	N/A			

Annexure 5: Standalone NOS- Performance Criteria details

- 1. Description:** Personnel working as a data entry operator/ Computer operator/Clerk in an organization or institution is responsible for operating computer system effectively, entering and managing data, Performing routine document creation and surfing web for various purposes as per organization needs. With increased academic qualification and experience can also work as a Data Entry Specialist or IT Support Executive.

2. Scope:

The scope covers the following:

- Computer Literacy
- Effectively navigating Internet
- Data Entry and management
- Troubleshooting and Management
- File and System Management
- Preparing basic reports, documents etc.
- Technical Support

3. Elements and Performance Criteria

To be competent, the user/individual on the job must be able to:

- PC1. Understand and brief Advantage/Disadvantage, Classification and basic terminologies of Computers
- PC2. Identify and Operate basic computer hardware and software efficiently.
- PC3. Understand and Use word processing, spreadsheet, and presentation software for daily tasks.
- PC4. Navigate the internet for research, communication, and information gathering.
- PC5. Perform basic data entry and manage data in spreadsheets or databases.
- PC6. Organize and maintain files and folders, ensuring proper storage and retrieval.
- PC7. Perform basic troubleshooting for common software and hardware issues.
- PC8. Communicate effectively via email and other digital platforms.
- PC9. Update and maintain software applications and computer systems.
- PC10. Provide basic IT support for common computer-related problems.

4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

- KU1 Basic computer hardware components and their functions.
- KU2 Software applications such as word processors, spreadsheets, and presentation tools.
- KU3 Internet browsing techniques and how to use search engines for information retrieval.
- KU4 File management systems for organizing, storing, and retrieving data effectively.
- KU5 Data entry techniques for accuracy and efficiency.
- KU6 Basic troubleshooting methods for resolving common software and hardware issues.
- KU7 Email etiquette and effective communication through digital platforms.
- KU8 System maintenance tasks, such as updates and software installations.
- KU9 Security basics, including password management and safe online practices.

5. Generic Skills (GS):

User/individual on the job needs to know how to:

- GS1 Organize and prioritize tasks to manage time efficiently and meet deadlines.
- GS2 Work collaboratively in a team, contributing to shared goals and helping others when needed.
- GS3 Adapt to new technologies and learn new software or tools quickly as required by the job.
- GS4 Problem-solve by identifying issues, analyzing them, and applying basic solutions.
- GS5 Follow instructions accurately and work independently when required.
- GS6 Maintain attention to detail in tasks such as data entry and file management.

Annexure 6: Assessment Criteria

Detailed PC-wise assessment criteria and assessment marks for the NOS are as follows:

S. No.	Assessment Criteria for Performance Criteria	Theory Marks	Practical Marks	Internal Assessment Marks	Viva Marks
PC1.	Understand and brief Advantage/Disadvantage, Classification and basic terminologies of Computers	6	20	20	20
PC2.	Identify and Operate basic computer hardware and software efficiently.	6			
PC3.	Understand and Use word processing, spreadsheet, and presentation software for daily tasks.	6			
PC4.	Navigate the internet for research, communication, and information gathering.	6			
PC5.	Perform basic data entry and manage data in spreadsheets or databases.	2			
PC6.	Organize and maintain files and folders, ensuring proper storage and retrieval.	2			
PC7.	Perform basic troubleshooting for common software and hardware issues.	6			
PC8.	Communicate effectively via email and other digital platforms.	2			
PC9.	Update and maintain software applications and computer systems.	2			
PC10.	Provide basic IT support for common computer-related problems.	2			
Total Marks		40	20	20	20

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

- Online Exam Request: After completion of training/course concerned Hartron Skill Centres sends examination request through Franchise Management System (FMS) Portal.
- Request Verification: Online examination request is Approve/disapprove (as the case may be) by Awarding Division, Hartron and prepare final list of candidate to appear in the Examination.
- Assessment Division, Hartron prepare the exam Schedule as per the final list and same is intimated to concern Hartron Skill Centre (HSC), where exam is to be conducted.
- Assessment Division deploy Assessors to execute assessment.

- Awarding Division monitors the assessment process and records.

2. Testing Environment:

- The exam is conducted online at concerned Hartron Skill Centre by the deputed Assessors.
- Assessment is done in a transparent manner, under CCTV surveillance.
- Authenticity of learner is duly checked by Assessors and their attendance is marked accordingly.
- Online examination of candidate is followed by Viva which is taken by Assessors of Hartron.
- Candidate should submit Project/OJT Report when appear for viva
- Result is stored securely for declaration and publication through FMS portal.

3. Assessment Quality Assurance levels/Framework:

- SMEs of Assessment Division create the Question Bank which is further vetted by Awarding Division.
- Questions in the question bank are of different difficulty levels and reviewed periodically.
- Exam is conducted online and questions of different difficulty levels are picked randomly from vetted question bank.
- No unfair activity is allowed.

4. Types of evidence or evidence-gathering protocol:

- Attendance of Assessors as well as students is being taken as standardized procedure.
- Whole exam is conducted under CCTV surveillance and recording of the same is taken as evidence.

5. Method of verification or validation:

- Surprise checks during conduct of assessment at respective Hartron Skill Centre

6. Method for assessment documentation, archiving, and access

- The required assessment documents are stored in a safe manner for a certain period of time.
- Assessment results are stored on physical files as well as on the FMS portal.